

**CHITTERNE PARISH COUNCIL**  
**Minutes of General Meeting held on Monday 1st July 2024**

**Present:** Councillors Charles Horsfall, John Dillon, Jane Bell, Julia Hendrickse, Graham Potter and Tony Hulton

**Submissions from Members of the Public:** Murray Kent expressed concern regarding the chestnut tree on the village green being at risk of being inappropriately pruned by the local electricity provider. Suggested placing a tree protection order on the tree. The council agreed that this would be considered as part of the village tree health and safety assessment (see item.15 )

**1. Apologies for absence.**

Apologies received from Councillor O'Driscoll

**2. Minutes of meeting held on 13th May 2024.**

Approved as a correct record.

**3. Dispensations.**

Requests for dispensation received from Councillors:  
None Received

**4. To receive declarations of interests.**

Any interest Councillors may have in agenda items:  
None received

**5. Chairman's announcements.**

Nothing significant to report

**6. Councillor Vacancies.**

Currently no councillor vacancies.

**7. Clerk vacancy.**

Vacancy open for Locum Clerk or administrator.  
Agreed that an advertisement would be circulated locally.

**8. Planning applications.**

No objections to existing applications.

**9. Correspondence.**

Nothing significant to report

**10. Banking, assets & finances.**

Treasurer's account, P&L and Balance sheet updated by RFO to 30th June 2024.  
Bank balance at 26th June 2024 - £16,939.17

**11. Receipts & Payments.**

Payments: all received from allotment holders,  
Receipts: HMRC VAT reclaim completed – approx. £325.

## **12. Parish Accounts.**

Approve and sign of Parish Accounts to 30th June 2024.

Approved

## **13. Internal Auditors report.**

Reviewed, recommendations have been provided which are non-contentious and these will be considered on a rolling basis throughout the year.

## **14. Reports from Councillors**

### **Allotments, Village Hall Liaison & King's Head :**

Councillor Dillon

It appears that all holders have paid their due rentals, which is great. Now need to address what works the PC may need to consider regarding the allotments, now that the allotments are owned by the PC following the transfer from WCC. The transfer of ownership needs to be logged with the Land Registry. Suggest the next step is a meeting with allotment holders to review the position.

### **Village Hall Liaison:**

See Item 16

### **The Kings Head:**

See update at Annex A

### **Traffic & LHFIG :**

Councillors Bell and Hendrickse

See Annex B

Council agreed to place horse and pedestrian warning signs in the village, based on guidance from Wiltshire Council, and for the Parish Council to contribute to share of the cost.

### **Chitterne Brook Playing field, MOD liaison & trees**

Councillor Horsfall

See Annex B

### **Play equipment, Parish Steward & Defibrillator**

Councillor O'Driscoll

Nothing significant to report.

Council agreed to move forward with installation of soft surface under monkey bars in children's play area.

### **Wiltshire Police liaison & Neighbourhood watch**

Councillor Potter

Nothing significant to report

### **Flood Warden & equipment**

Councillor Hulton

Flood awareness briefing will be provided to the village in October.

## **15. Tree health survey quotations.**

Discuss and approve a health and safety survey, MOD will take responsibility for some trees.

The council reviewed the quotations and have agreed to invite Seb Mcleod to take this assignment forward.

## **16. Annual Electors meeting.**

Following the annual electors meeting the Village Hall Committee submitted a funding request to the council. This was discussed in detail. It was agreed that the council could not at this stage commit to the full funding request as more detailed information relating to income generation plans where needed.

The Council did approve a payment of £500 towards operating costs of the Village Hall and Councillor Hulton has offered to work with the Village Hall Committee to develop an income generation plan over the next 3 year period.

## **17. CIL (Community Infrastructure Levy) Expenditure Report.**

The Chairman explained that a sum of approx. £3,600 was received from CIL. This has been allocated to support expenditure across water course and path maintenance. It was agreed that the balance of £1,300 would be designated to make safety improvement to the children's play equipment.

## **18. Other matters.**

**Community Emergency Plan:** Councillor Hulton will liaise with Wiltshire Council to request emergency planning guidelines and to understand what support they are able to provide to help develop the Chitterne Community Emergency Plan

**ChitChat:** It is understood by the Council that a potential new editor has been identified and this will be confirmed at the next meeting.

The Council agreed that it would be important to coordinate how best to optimise the website and coordinate content and distribution of chitchat. The Council looks forward to liaising with the new editor.

## **19. Dates of next meeting:**

Next meeting Monday 9th September 2024.

## **ANNEX A:**

### **THE KINGS HEAD PURCHASE UPDATE**

The purchase process is moving on apace. A professional survey of the pub was undertaken on 19th June, and the initial verbal update is that there are no show stoppers, which is great news. Full written report expected early July.

The Loan and Share Agreement with our private investor has now been signed, and we are delighted to say that £250,000 will be deposited in the CCPG bank account by the first half of July. We now need to raise a minimum of £200,000 from our community share offer, and ideally closer to £250,000, to help reduce the size of the loan needed.

Following the public meeting held on June 17th 2024 at the Village Hall, the Chitterne Community Pub Group (CCPG) Share Offer opened for applications on the 19th June.

The deadline for receipt of your share application and deposit of monies is Friday July 12th. We are already close to £100,000 in share applications, which is a great start. **You do not need to have pledged previously to apply for shares.**

#### **Step 1**

Go to [www.chitternecbs.co.uk](http://www.chitternecbs.co.uk) and complete the share application form.

The form will give you an opportunity to provide your bank details. This will allow us to pay interest automatically in the future and to return funds if the purchase of the pub does not go ahead.

#### **Step 2**

Transfer funds to CBS account

Chitterne Community Pub Group Limited

Sort Code: 08-92-99      Account No: 65986334

If you wish to pay by cheque, please make cheques payable to Chitterne Community Pub Group Limited and send to 'Company Secretary, CCPG Ltd, 96 Shrewton Road, Chitterne, BA12 0LJ .

#### **Step 3**

On receipt of share application and monies deposited, you will be issued with a share certificate. Please check your junk mailbox if you do not hear from us within 7 days of submitting your form.

The pledged support so far has been tremendous, but we are still some way off our stretch target of £250,000. Should you be aware of others that may be able to contribute but currently haven't, please pass this information on as appropriate. Additionally, if you feel your initial pledge can be increased, that would be fantastic!

Many thanks again for your support - it has been brilliant.

Chitterne Community Pub Group

25.06.24

## **ANNEX B**

### **Chitterne Traffic Update - Councillors Jane Bell and Julia Hendrickse 1st July 2024**

#### **1. LHFIG Meeting**

##### **Local highway and footway improvement groups**

The LHFIG have now produced a map for positioning of new Horse & Pedestrian signs on both entrances to the village, with costings. The map and costings to be discussed at this meeting. (attached).

#### **2. Temporary Signs**

We have liaised with the British Horse Society and purchased temporary signs to slow the traffic for horses, following a number of incidents on the road. These should also help slow the traffic for pedestrians. Once these signs arrive, we will erect them as a temporary measure, until the LHFIG signage request is completed.

#### **3. YSI Devices**

A handover to take place between Murray Kent and Tom O'Driscoll. Once completed, a request to move the YSI at the 'Warminster' end of the village to the other side of the road.

#### **4. Speed Watch/Weight restrictions**

We have liaised further with Wiltshire Police regarding speed watch and policing of weight restrictions. They have assured us that Chitterne is very much on their radar and they will be maintaining Chitterne as a location to conduct speed checks when demand allows officers to do so. HGV issues have been passed to the Roads Policing Unit as they are investigating breaches across a wider area around Warminster and Frome.

### **Chitterne Brook Playing field, MOD liaison & trees update - Councillor Horsfall 1st July 2024.**

#### **Chitterne Brook /The Cut:**

Water stopped flowing in the Cut in late June. Where necessary work will be done before water starts flowing again later in the year to remove obstacles, silt and to cut down vegetation on the banks.

#### **Playing field:**

Further work needs to be done to make the new shed housing the flood equipment more damp and watertight.

The stone boundary wall separating the playing field from the footpath along the Cut poses a risk in several places.

Brian Lee has been doing good work mowing and tiding up around the play equipment.

The moles have moved on.

#### **Trees:**

Two quotations have been received to undertake a health and safety survey of all trees on council property or within falling distance of the roads. This will identify trees that require attention, enable planning consent and the appropriate work to be carried out.

SSEN and has been approached to attend to trees that could cause problems to HV and LV lines and the MOD has agreed to take responsibility for trees on their land in and around the village.

#### **Parish Steward:**

Some work in the village has been carried out including attending to verges and repairing the pothole outside the Village Hall.

Other work during July will be done in conjunction with the mechanical Road sweeper.

Lee Haines from Highways and overall in charge of the Parish Steward will be in Chitterne on 26th July to discuss what works are possible.